



Join the Cleveland Federal Executive Board Tutors
Help Make a Difference in a Child's Future

The requirements to be a tutor are:

1. You must be a federal employee or federal retiree
2. You must be authorized to participate by your employer.
3. You must maintain the highest degree of professionalism.
4. You must attend the orientation/training session, the mid-term progress meeting, and the year-end wrap-up meeting.
5. You must be willing to follow protocol that will be covered in the training sessions.
6. Each tutor will be given two hours authorized absence twice a month, including travel time, to tutor. You must be committed to tutoring twice a month or every other week for two hours. The success of the program depends on this commitment.

For more information, visit our website at http://evt.grc.nasa.gov/cle_feb/

How to join?

1. Complete this supervisor approval form and return to the FEB Tutor Coordinator
2. Register on-line at http://evt.grc.nasa.gov/cle_feb/home/registration/ or by completing and returning the paper version of the registration form.

On-line registration is preferred.

Name (print): _____

Agency: _____

School (check one) : ____ Clark ____ Memorial ____ Wade

Email: _____ Phone: _____

Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Fax Signed Form to:
Craig Healey, Cleveland Federal Executive Board Tutor Coordinator
craig.healey@va.gov
Phone: 216-791-3800 x 4168
Fax: 216-433-9463